

DEPARTMENTAL REGULATION		Number: DR 5004-004
SUBJECT: Validation of the Procurement Reporting System	DATE: July 24, 1992	
	OPI: Office of Operations, Procurement Division	

1 PURPOSE

This regulation establishes a requirement to validate Procurement Reporting System (PRS) data by comparison of PRS summary data reports to acquisition office records.

2 BACKGROUND

The Federal Procurement Data System draws data on the acquisition activity and dollars obligated by USDA from the USDA PRS. This USDA system had not provided accurate data for a number of years. The Office of Operations has developed, and now each contracting activity has installed, an automated, easy to use reporting system. The offices responsible for the actions now have an adequate system to provide timely, accurate and complete data.

The Office of Inspector General has found: ". . .that contract action data was not reported to the PRS, even though agency accounting records indicated that funds had been obligated. This has occurred because neither the agency procurement offices nor OO have implemented adequate internal control procedures to ensure that data to be reported was reconciled to agencies' accounting records." Procurement management reviews conducted by the Office of Operations confirm that this discrepancy between actual activity and reported activity continues.

3 RESPONSIBILITIES

Each acquisition office has the responsibility to report its actions, as described in DR 5004-3.

The Office of Operations and agency contracting activities have the responsibility to ensure the validity and timeliness of PRS data in order to provide an accurate representation of the actions and dollars obligated by USDA.

The Office of Operations maintains the PRS and provides detail contract activity reports ("Purchase Office Reports") to heads of contracting activities quarterly. These reports list all contracts, modifications, and orders reported to the PRS by agency acquisition offices. The Office of Operations also provides special PRS reports to contracting activities on request.

4 VALIDATION PROCEDURES

Each agency conducting procurement management reviews, functional assistance reviews, or similar activities shall examine purchase order logs and contract logs and shall reconcile the data in the logs to the data in the PRS.

5 INQUIRIES

Direct questions concerning this regulation and requests for summary data reports to the Policy and Review Team, Procurement Division, Office of Operations.